RECREATION COMMISSION MEMBERS CONFERENCE

REPORT

MANITOBA
DEPARTMENT OF
FITNESS RECREATION AND SPORT

1982
WESTWARD VILLAGE INN
PORTAGE LA PRAIRIE

November 12th, 13th and 14th

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MANITOBA
DEPARTMENT OF FITNESS, RECREATION AND SPORT

1982

Recreation Commission Members Conference

$$$$$Dollars & Sense$$$$$$

FRIDAY, NOVEMBER 12TH TO SUNDAY, NOVEMBER 14TH, 1982

WESTWARD VILLAGE INN, PORTAGE LA PRAIRIE

Agenda

FRIDAY, November 12th

5:30 - 7:00 p.m. Lobby Mall	Registration and Display
7:00 - 7:30 p.m. Upstairs, Banquet Room	Introduction to Conference Planning Committee Department of Fitness, Recreation and Sport, Agenda. Explanation of Options, Option Selection
7:30 - 9:00 p.m. Banquet Room	Panel Discussion - "Dollars and Sense" Moderator: Frank Cosway Panel Members: Wayne Luchik - Director of Parks and Recreation, Portage la Prairie Paul Hendrickson - Councillor, Selkirk Don Mazur - President, Fundraising Committee, Brokenhead River Recreational Complex Inc. Tom Tylka - Fundraising Committee, Springstein Marlene Siatecki - Director of Board of Directors, Arts Centre, Neepawa Frank McKinnon - Carman - Dufferin Recreation Commission
9:00 - 9:30 p.m.	"Table Topic"
9:30 - Midnight Poolside Upper Balcony Banquet Room Mall	Wine and Cheese Party Display "Table Topic"

SATURDAY, NOVEMBER 13th

7:30 - 9:00 a.m. Poolside	Breakfast
9:00 - 4:30 p.m.	Option Session 1, 2, 3
Noon - 1:00 p.m. Poolside	Lunch Break

Banquet Area Small side	Option 1: "Long Range Planning Can and Should be Done by Your Community" Leaders: Lenore Laverty Don Hunter
Downstairs	Option 2: "The Role of Recreation Coordinating Bodies" Leaders: Harry Sirett Brenda Coburn
Banquet Area Large Side	Option 3: "Energy Conservation and Alternate Solutions" Leaders: Fred Oberbuchner Bill McGregor
4:30 - 6:30 p.m. Upper Balcony Mall	Display, Free Time, Table Topics
6:30 - 7:00 p.m. Banquet Area	Cocktails
7:00 - 9:00 p.m.	Banquet Dinner and Speakers: Jean Campbell, Volunteer Centre Andy Anstett, MLA Springfield
9:00 - 1:00 a.m.	Dance with cash bar

SUNDAY, NOVEMBER 14th

7:30 - 9:00 a.m. Poolside	Breakfast
9:00 - 10:30 a.m.	"Physical Resources: Development, Use and Control of Open Space, Parks, Facilities, Schools, Cultural Centres, etc."
Downstairs	Group #1 - Communities 5,000 + pop. - Larry Artibise, Dauphin - Wayne Luchik
Banquet Area	Group #2 - District members 1,000 to 5,000 pop. - Barry Hood, N.C.C.E. Rec. Dist. - Heather Campbell
Banquet Area Small Side	Group #3 - Smaller non-directed communities under 1,000 pop. - Art Wiebe, Rosenfeld - Linda Yablonski
10:45 - 12:15 p.m.	Plenary Session - "Recommendations for Future Grant Programs for the Province of Manitoba in Recreation" Donna Ghidoni, Lenore Laverty
12:15 p.m. Banquet Area	Evaluation and closing remarks
12:30 p.m. Poolside	Lunch and departure

CONFERENCE PLANNING COMMITTEE

Chairperson:	Larry Artibise Dauphin Recreation Commission
Hotel and Food:	Wayne Luchik Director of Parks and Recreation Portage La Prairie
Program and Publicity:	Donna Ghidoni Resource Consultant Department of Fitness, Recreation and Sport
Entertainment:	Wesley Chen Portage La Prairie Recreation Commission
Registration:	Linda Yablonski Director N.C.C.E. Recreation District
Treasurer:	Bruce Schade Director Brokenhead River Recreation District
Secretary:	Heather Campbell Director South Interlake Recreation District
Commercial Display:	Brenda Coburn Volunteer Co-ordinator Department of Fitness, Recreation and Sport
Department Display and Equipment:	Marilyn O'Conner Shawnee Turk Department of Fitness, Recreation and Sport

PANEL PRESENTATIONS - "DOLLARS AND SENSE"

Moderator:

Frank Cosway - President, Interlake Continuing Education Program and member of the South Interlake Recreation Commission

In his opening remarks, Frank Cosway urged the delegates at the conference not to sit back and just listen. He explained how everyone has experience in recreation and can contribute to the conference by asking questions and sharing ideas. The conference would only be successful if the delegates got involved.

Frank then gave his opinion on the theme of the conference, "Dollars and Sense" by saying,

> "The theme of the conference "Dollars and Sense" is very appropriate for these times. I am a person that likes to be an optimist and often think that if you have lemons try to make some lemonade out of it. In terms of the recession, it is a real lemon situation but on the other hand there are some very good positive effects of the experiences we are going through right now. The needs of people in your areas are changing. In many cases it is easier to tell whether something is going to work or not because if you are not meeting their real needs people will not get involved. When it comes to funding they will not have funds for activities that are not responding to real needs. We used to be able to afford luxuries and things that were nice to do - today you have to be meeting a real need. I think the big challenge is going to be how are we going to do more with less, and how are we going to identify the crucial needs. Our panel, tonight, will give you some good ideas."

Speaker #1:

Tom Tylka - Chairperson, Fundraising Committee
Springstein, Manitoba

Tom Tylka spoke about fundraising efforts in Springstein, Manitoba which has a population of 72 people. He explained how he learned about available grants at our conference last year then applied for and received the following grants:

$2,000.	community work support grant from the municipality
$4,000.	Recreation Facilities Grant
$7,600.	Community Development Grant from the Federal Government to hire three students to operate recreation programs and upgrade the community centre.

Tom and his wife also designed a feasibility study to assess the need for adult and children activities and a fund raising survey. Copies are included here for your information. The results of the survey provided the executive of the community club with direction to plan its activities. They had a 50% return on both questionnaires.

Tom shared some of the fundraising activities and ideas that he and Ron Loeppky used when they organized the Springstein Annual picnics. They solicited donations of food from all the local businesses, made a $100.00 profit and then sent thank you letters to the businesses informing them who won their prizes. They have raffles at all their meetings. All the small profits they are making are adding up.

July 10, 1982

Dear Neighbors,

Please find attached two short questionnaires: (1) Feasibility study and (2) Fund Raising Survey. Feasibility study is designed to give the executive of the Springstein Community Club direction in planning and implementing programs and activities that are of interest to the people of Springstein and surrrounding area.

The Fund Raising Survey was designed to give the Fund Raising Committee direction in planning fund raising activities for the community. Please fill out these questionnaires at your earliest convenience and return them to the Questionnaire Box in the Springstein Community Centre. Your ideas are really important.

Sincerely,

Tom Tylka

Tom Tylka

Fund Raising Committee Chairperson

Springstein Community Club Feasibility Study

This feasibility study was designed to give you the opportunity to list activities that are of interest to you and your family that you would like to see happen in our community. The results of the study will provide the executive of the Springstein Community Club direction in planning and implementing activities that are of interest to the people of Springstein and surrounding area. The activities below will not necessarily be offered, they are merely suggestions and ideas to get you started in answering this questionnaire. Please feel free to add any of your own ideas.

Name:_____

Address:_____

Telephone:_____

The above optional information will help the executive in making contacts for specific activities that you are interested in.

Adult's and Children's Activities

I. Recreation, Sports and Fitness Activities	Interested in participating (Please ( ) check	Interested in assisting with organization Please ( ) check
a. Baseball		
b. Softball		
c. Curling		
d. Bowling		
e. Tennis		
f. Badminton		
g. Hockey		
h. Skating		
i. Fishing		
j. Jogging		
k. Golfing		
l. Dance Aerobics		
m. Exercise Class		
Other		
II. Special Events		
a. Annual Picnic		
b. Ethnic Pot Luck Dinner		
c. Halloween Party		
d. Christmas Party		
e. Valentines Party		
f. Ice Fishing Derby		
g. Fishing Derby		
h. Curling Weekend		
i. Town Work Party		

I. Recreation, Sports and Fitness Activities	Interested in participating Please ( ) check	Interested in assisting with organization Please ( ) check
Others		
III. Courses		
a. Winter Survival		
b. Pottery		
c. Weaving		
d. Macrame		
e. Leather Work		
f. Wood Work		
g. Metal Work		
h. Photography		
i. Painting		
j. Income Tax		
Others		
Special Children's Activities		
a. Baby Sitting Co-op		
b. Day Care/Nursery		
c. Saturday Morning Classes		
d. After School Program		
Others		

Thank you for sharing your ideas.

Tom Tylka

Tom Tylka

Fund Raising Survey

Please check or list the types of fund raising activities (for the Community Club (smile)) that you prefer to participate in. If you are willing to assist the Committee in any of these activities please write your name and telephone number next to the activity.

1. Ticket Sales _____
2. Charging "User" Fees. (For example, paying a nominal amount when participating in community activities.)_____
3. "A-Thons" (For example, Bike-A-Thon, etc.)_____
4. Community "Sales" (For Example, Bake sales, etc.)_____
5. Commodity "Sales" (For Example, Selling Chocolates, Light Bulbs, etc.)____
6. Other_____

_____

_____

_____

_____

_____

_____

_____

Thank you for sharing your ideas.

Sincerely,

Tom Tyska

Tom Tyska

Fund Raising Committee Chairperson

Speaker #2:

Paul Hendrickson - Councillor and Deputy Mayor of the City of Selkirk and member of Selkirk Parks and Recreation Commission

Paul opened his presentation explaining the problems a larger town experiences. Selkirk with a population of 10,037 is surrounded by two rural municipalities whose combined population is over 16,000. Many of the people in the rural municipalities look to the town to meet their recreation needs. Five years ago they established a user pay system which charges double to these people to cover the operation of the facilities. They have a deficit of $120,000.00 a year for the arena and $50,000.00 a year for the regional park. They are encouraging the municipalities to co-operate with them and to recognize the users of these facilities are from the municipalities. They have also increased the municipal levy 53% over the last five years. The revenue has increased by 74% to meet the 67% increase in their budget. Paul explained the individual user should be the main source of funds for the operation of facilities and programs.

Paul also encouraged the participants to go after senior levels of municipal, provincial and federal government for money for capital projects. He reported in the Province of B.C. if a facility is being built for a million dollars a $333,000.00 grant would be given. He stressed that recreation commissions should lobby with the politicians for capital grants. The facilities will be needed in the future when a high percentage of the population is unemployed.

Speaker #3:

Marlene Siatecki - Arts Administrator of the Viscount Cultural Council for the Neepawa area and President Arts West Council

Marlene began her address with optimism by stating that the economic problems of today give us a great opportunity to do some creative thinking - a very real challenge and chance to find some resourcefulness. She shared information about the financial situation

of the Viscount Cultural Council. Their budget of $57,000.00 is supported half by government grants. The Council raises $30,000.00 annually in Neepawa, a community of 4,000 people. Marlene related their fundraising experiences with emphasis on the following:

- Small fundraising efforts add up to significant amounts of money, i.e. the machinery dealers donated $50.00 each that added up to 8 x $50.00 or $400.00.
- Some fundraising concerts are not successful and lose money but they are quality entertainment for the community and therefore, a valuable experience.
- Many fundraising efforts should have a multi-campaign approach which produces publicity for the organization as well as money. i.e. She gave the machinery dealers ten free tickets to give away in a contest or to employees who would bring paying friends to the concert. This generated publicity and more people buying tickets. She also suggested having a restaurant sponsor a smorgasbord after the theatre event. This would produce free publicity.
- Use refreshments to attract more people to events. i.e. They are applying for a liquor license so that they could sell wine at the openings of the gallery.
- You should set goals and objectives for fundraising. Last year they had a boutique, dessert party and three hours of entertainment at the Centre called Viscount Fair. They achieved their goals: to make people in their community more aware of what they were trying to achieve in the Cultural Centre and to raise enough money.
- Bingos and lottery tickets and nevada tickets raise the most money.
- Fund raise with the local businesses in different ways. i.e. They published a handbook for students at their summer Arts Festival and sold ads to the local businesses. They also asked for sponsorship of evenings for the community to attend free of charge.

- Corporate funds should be sought after but it is difficult to solicit a lot of money when you are from a small town. Once you get your foot in the door it is easier the second time. Local corporations should be approached first. The library has a book called "The Blue Book of Canadian Businesses" which lists the presidents and public relation directors of all major corporations. In your request for funds you should explain: who you are; why you want money; why they should donate; how much you want; your financial statement from the previous year; and a proposed budget.
- You have to use marketing strategy and salesmanship to succeed in fundraising. Find out who wants your product, range, locale etc. Sell your strengths and improve on your weaknesses. Find out who is your competition on the day you are planning your event.
- Put together how important economically your event or program is to your community in dollars and cents. Sell the idea to the municipal government or chamber of commerce emphasizing this. You will then get better support.
- If it is too expensive to own and operate your own facility then get out and lease a facility. The Viscount Cultural Centre had to give up an old school they operated and moved into a cheaper facility as a tenant.

Marlene ended her presentation with a look to the future. Now major arts organizations in Winnipeg are doing very well. She feels this trend will come to rural Manitoba in the near future.

Speaker #4

Don Mazur - President of the Brokenhead River Recreational Complex Inc. Councillor for the Town of Beausejour, member of Brokenhead River Recreation Commission and the Arena Board

Don Mazur explained the fundraising campaign in his community as follows:

"The Town of Beausejour is located approximately 40 miles northeast of Winnipeg. The surrounding municipality is the Rural Municipality of Brokenhead and to the west is the Village of Garson.

The population is approximately 8,000. There is good co-operation between the town, the rural municipality and the village. Five years ago they formed the Brokenhead River Planning Commission. Four years ago they formed the Brokenhead River District Recreation Commission and one year ago they formed the Brokenhead River Regional Library. The Brokenhead River is the famous river that flows through the municipality. Our area has a bulging, aging population and a dwindling younger generation. There are many organizations that are doing their own thing. There is a great deal of public skepticism or pessimism toward community facility projects, because in our area past projects have failed. The demand for recreation has increased and these demands are coming from all sections of the demographic profile.

In 1979 the recreation commission carried out a very expensive survey of the whole area. The survey wanted ideas about the recreational needs of the general public, and what facilities had to be developed. The survey involved 1,666 people representing a cross section of all ages. An interesting result was that 77 people surveyed said that recreation facilities are not adequate. An indoor pool was the most desired facility so quickly the Knights of Columbus tried to organize and develop this project. Unfortunately, it did not receive much public and municipal support so it went by the wayside. The regional library was second and as I mentioned before, it was developed one year ago. The third facility was the community hall. This is the campaign I will be talking about. In January 1981 the town council passed a resolution asking the recreation commission to organize and conduct a public meeting for the purpose of organizing a community hall. Letters were sent to all the organizations in the area. A committee was formed that consisted of representatives of 13 organizations. This was a first for Beausejour - to get this many organizations together.

I am not going to supply details of the structure, and strategy of the organization but I will attempt to give you a quick overview. The organization was divided into two groups - planning and financing or fundraising.

The Planning Committee recommended the site. The floor plan of the actual hall is 200 feet long and 120 feet wide. We drew on the expertise of a developer in our area, accountants, lawyers and so on until we came up with the final plan.

The Finance Committee has the greatest and most difficult task. They have to set up their objectives and strategies. Some of these are as follows: They have to make up a brochure; they have to set up press releases; they have to keep the public informed on a weekly basis about what was happening; they have to set up an office as an information centre. They went on a public speaking campaign to all organizations and municipal councils. They secured the selling of lotteries in the area to fundraise so the benefits go directly to the complex.

The main objective of the Finance Committee was to get public confidence and support for the projects. The town council went on record saying they would allocate to the project $100,000.00 if the fundraising campaign could match it. The main thrust of the campaign began in the last week of September of 1982 and is presently going on.

We set strategies and time frames for the fundraising. The total cost of the project according to company quotations is $685,000.00. In the end we expect to borrow over $100,000.00. Our biggest disappointment was from the corporate businesses. We really fell short in that respect. The Finance Committee had to take on the role of fundraisers, which is contrary to being administrators or facilitators. Fundraising is very taxing on an organization. I sincerely hope that it does not burn out the committee. If they can get that building up by next spring - if the public can see that building up, they will know it is for real and will support them more."

Speaker #5

Frank McKinnon - Member of the Carman-Dufferin Recreation Commission
Chairman of the Central Region Sports Council
Past Chairman Canadian Amateur Hockey Association
Vice-President of the Canadian Olympic Association

Frank McKinnon explained how the small Town of Carman with 2,500 people has built and maintained many recreation facilities. They have built them cooperatively with the school utilizing volunteers and donated materials and equipment for extra projects. Frank stated, "The school should be the centre of the community. The school is paid for with taxpayers' money and should be used by the community for recreational purposes."

Twelve years ago, when they planned and built Carman Collegiate, they met with recreation people to discuss the needs and future use of the school. The school is now open from 7:00 a.m. to 11:00 p.m. daily. They have five full time custodians. They do not have to hire special supervisors for the building during recreation programs because there are always two custodians in the school. Also the instructional part of the school can be locked up separately from the areas used for recreation - the gymnasium, underground track, theatre and band room. The school does not charge rental fees to non-profit community groups i.e. square dancing groups.

When they hire the sixty-three teachers for the Collegiate they utilize many of them to voluntarily lead recreation activities for the students or community people after school hours i.e. they have an adult band that uses the music room.

They put in an outdoor skating rink at the school by recruiting the municipal graders and using lumber scraps and old posts. They got crushed rock for the fitness - cross-country ski trail by using empty trucks returning from Gimli after delivering corn. Volunteers helped to build these facilities.

Frank ended his presentation by saying, "If you really want something - somehow it will happen".

Speaker #6

Wayne Luchik - Director of Parks and Recreation, Portage la Prairie
Past President of the Manitoba Parks and Recreation Association

Wayne began his presentation by stating, "Money is available and can be utilized properly through good management and a focus on priorities. In today's recession we fear recreation services will be cut back because the money just isn't there. Times may be tough and people may not have as much disposable income as there once was. However, this does not mean there is less money. It means we as individuals must now priorize where we will spend out disposable income."

As community leaders, Luchik told the group they must compete for that disposable dollar the way they had never expected to before.

"Being a municipal department or an extension of one, our jobs may not be as difficult as private businesses. Many private businesses look at their gross sales as being in the area of five per cent above the previous year. And they continue to operate their business."

"Municipalities, on the other hand, have, to a degree, a monopoly and can assess taxes (within reason) to generate funds required to meet expenditures," he said.

Luchik then listed statistics showing where the monies were derived from and noted that recreation services are also getting a larger share of the municipal pie.

The statistics were as follows: Rural municipalities generated 11.5% more revenues in 1980 than 1979; local government districts, revenues rose 13%; villages generated 10% more; towns rose by 14%; city, excluding Winnipeg, rose 13%. The revenue sources include general municipal tax; school tax; provincial municipal tax sharing; grants in lieu of taxes and other revenue. With respect to spending, rural municipalities and I'm talking about percentage of a rural municipality's budget - the pieces of pie that recreation got -(in 1980 recreation in rural municipalities) - got 1.7% of the pie as compared to 1.5%; local government districts spent 7.4% as opposed to 7.8% in 1979, so L.G.D.'s did show a slight decline there. Villages spent 3.9% of their dollar on recreation as opposed to 2.8 in 1979. Towns - 6.1% in 1980 compared to 5.7% in 1979.

Wayne pointed out that "once we have acquired the dollar it is imperative the responsible organizations use that dollar to maximum benefit."

Included were efficient utilization of existing facilities, not only those built for recreation but others, including schools, churches, halls and outdoor space.

Assets must be shared with other communities, it was pointed out, and energy conservation has become a big priority.

"In Portage la Prairie, energy costs accounted for 35 per cent of the 1981 Arena expenditures. Natural gas alone will increase 30 per cent over the coming winter. What will happen to Hydro when the current price freeze is lifted?" he questioned. "A 50 per cent increase?"

He also noted that recreation people must look at utilization of existing personnel. Paid staff can account for approximately 40 per cent of a parks and recreation budget. "We must make maximum utilization of these resources. We must plan," he said.

Priorities of the community must be focused on and actions must be planned.

"Very often it is easy to continue 'fighting fires'. But at some point we must pull out of the heating action and force ourselves to plan," he said.

Wayne went on to say about long range planning, "Plans do not have to be done by consultants hired by the community, at a very expensive price. They do not have to contain elaborate facility proposals and should not, if the community cannot afford those. What is needed is a development plan that will provide guidelines for community recreation. This plan will ensure programs and facilities are developed for the needs and preferences of all community residents and not just select groups. The plan will promote a more rational and equitable distribution of public resources not only for community parks and recreation but also for all other necessary services. Finally, the plan will ensure that proposed programs and facilities are within the financial primaries established by the community and deemed acceptable to the taxpayer. I've heard several mention planning here tonight, and I'd like to blow the horn for Portage - in 1978 we did a parks and recreation master plan and 1981 we did a parks

master plan and our services have increased. In 1975, our operating budget was $58,000 and in 1982 it was in excess of $600,000 so in summary, I would suggest that there are dollars in municipal budgets that are available to recreation services. It is our responsibility as practitioners, commission members, community interest groups, school board members, councillors, etc. to justify spending dollars for recreation by demonstrating good management on that dollar and by good planning in our communities."

OPTION SESSION 1: LONG RANGE PLANNING CAN AND SHOULD BE DONE BY YOUR COMMUNITY

Resource Leaders:

Don Hunter - University of Manitoba
Lenore Laverty- Department of Fitness, Recreation and Sport

The purpose of this session was to familiarize participants with the steps in the planning process and to provide an opportunity to discuss and apply them.

The first half of the session was devoted to a discussion of the benefits of long term planning and to an overview of the planning process. The following planning "steps" were identified and discussed:

- Identify the need to plan
- Form a planning committee
- Set terms of reference
- Gather relevant information
- Interpret the information
- Identify alternatives/choose a plan of action
- Implement the plan
- Review the plan

For further details, see the attached booklet, Community Recreation Planning.

To review the information provided and to highlight the importance of public participation in planning, participants played "The Strategies Game". This is a board game in which players must discuss issues relating to public participation and planning while travelling a difficult road towards Successful Community Participation.

For the remainder of the session, participants, acting as Planning Committee members, applied the planning process to the fictitious community of Sunnydaze, Manitoba.

COMMUNITY RECREATION PLANNING

INTRODUCTION

Recreation planning is a systematic way of gathering information to help make decisions regarding the development of recreation opportunities.

A Community Recreation Plan is the written record of a community's planning efforts. It outlines the recreation services that exist in the community, identifies future needs, and presents a course of action for orderly development.

A Community Recreation Plan must be clear and address relevant issues. This does not mean that the plan must be lengthy or technical. All the skills and resources necessary to prepare a plan are available within the community, although some direction and advice might be required from the provincial recreation consultant or a private planning firm.

Planning is community - specific; a plan must be sensitive to the characteristics of a community that make it unique from all others. It must be adaptable to the changing needs and conditions of the people and their community.

The decision to plan should emerge naturally in response to community concerns. A community should not begin the planning process without first developing a sound base from which planning can be done. Simply put, a community must prepare to plan. Recreation Commission members particularly must do some serious thinking about the purpose of preparing a plan.

WHY PLAN?

A Community Recreation Plan provides guidelines by which individuals and groups can organize their actions. In a broad sense, a plan is necessary in order to provide decision makers with information to help guide the future development of leisure services. More specifically, a plan can:

- help promote co-operation by defining the roles of various agencies.

- provide guidelines for the orderly development of programs and services.

- provide a basis for determining long range budget requirements.

- provide a means for involving the community in discussing issues and in making decisions.

- reduce "pressure group" planning by involving the community in setting long range objectives.

- provide continuity in services over a specified time frame.

- help to utilize human and financial resources in the most effective way.

INVOLVE THE COMMUNITY

To insure that the Community Recreation Plan responds to the needs of the community, it is essential that the public is involved.

Public participation does add time and cost to the planning process, and there are pitfalls to adding the views of many groups to the overall plan.

TECHNIQUES & STRENGTHS	PUBLIC MEETING/ OPEN FORUM	PANELS OF EXPERTS	WORKSHOPS/ SEMINARS/ DISCUSSION GROUPS	SURVEYS	WRITTEN BRIEFS	MEDIA PROMOTION AND DISPLAY	SIMULATION/ ROLE PLAYING	PARTICIPANT OBSERVATION
PROVIDES INFORMATION FOR DECISION MAKING		✓	✓	✓	✓			✓
IDENTIFY ALTERNATIVES		✓	✓				✓	
PUBLIC SOUNDING BOARD	✓				✓	✓	✓	
CITIZENS DIRECTLY INVOLVED IN DECISION MAKING	✓	✓	✓				✓	
REPRESENTATIVE PUBLIC RESPONSE				✓				
INCREASE PUBLIC AWARENESS	✓					✓		

FIGURE 1 PUBLIC PARTICIPATION TECHNIQUES

Various methods of involving the public in the planning process must be considered. There is no single "right" way to involve citizens. The methods chosen must consider the specific circumstances in each community.

The benefits gained, however, will far outweigh these negative aspects. A well organized program of public participation can:

- aid in the determination of needs and interests.

- increase commitment because the public has contributed to decision making.

- help to obtain different points of view.

- provide a means of public education.

In every community, the public is made up of five groups: individuals, groups, business, public agencies and elected or appointed officials. Each of these groups has different reasons for participating and each may require a different approach to ensure its involvement.

It is not realistic to assume that all groups will wish to participate to the same extent. For some, it is enough to be aware of the planning process and to know that there are opportunities to provide input. Others may wish greater input and opportunities to be involved in actual decision making.

There are a variety of ways to involve the public; no single approach is ideal for all situations. (See Figure 1) A well thought out program of public participation will include several methods, rather than relying on one or two.

IDENTIFY THE NEED TO PLAN

Initially, active members of the community should be brought together to discuss issues, concerns, needs and goals. At the same time, consult with provincial and local authorities for advice on how to proceed.

With the support of these individuals, a community meeting can be held to discuss the preparation of a Community Recreation Plan. At this meeting, the purpose of community recreation should be discussed and issues identified.

FORM A PLANNING COMMITTEE

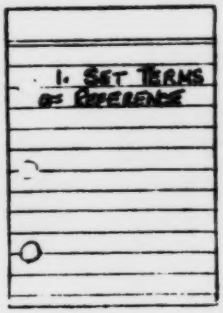
If the Community decides to develop a plan, a planning committee should be formed. This committee will be responsible for taking the community through the planning process. In some communities, the Recreation Commission may assume this role. In other cases, the Commission may add on citizen members or form a planning sub-committee.

THE PLANNING PROCESS

The recreation planning process consists of six basic steps:

- setting terms of reference
- gathering information
- interpreting the information
- making recommendations
- implementing the plan
- reviewing the plan.

Each of these steps is described below.



Terms of reference set directions and boundaries for the planning committee. The terms of reference should answer the following questions:

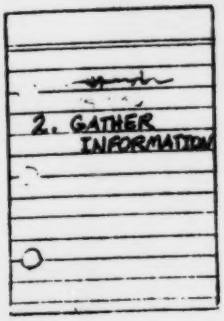
- Why does the community want a recreation plan?
- What is the purpose of the plan?
- What does the community wish to achieve?
- What issues will be dealt with?
- What is the extent of the planning committee's authority?
- To whom is the committee responsible?
- What are the limitations of the plan?
- Are there actions that cannot be taken? Why?
- Who is limiting these activities?
- What geographic area does the plan encompass?
- What financial and human resources are available to undertake the study?
- When should the plan be completed?
- How long should the plan apply?
- How will citizens be involved?
- How will the results be communicated?
- Who will be responsible for implementing and reviewing the plan?

10 MEETINGS:	HOMEWORK:
1 Develop Terms of Reference Design a Plan of Action Divide planning committee into 3 or more task groups	Task Group I & II prepares coordinating functions for community meeting. Task Group III prepares copies of information to be reviewed by people attending upcoming community meeting.
2 Share, discuss and make necessary revisions as outlined by the community meeting Re-organize task groups for specific assignments	Task Group I prepares methods of Community Involvement. Task Group II prepares data on Municipal/ Recreation Overview. Task Group III prepares data on Community Profile and Background Studies.
3 Share, discuss and make necessary revisions to Community Involvement Share, discuss and revise information on Municipal/Recreation Overview. Share, discuss and revise information on Community Profile and Background Studies	Task Groups I, II & III begin to develop information on Community Recreation Programs
4 Discuss and correlate information gathered on Community Recreation Programs	Task Group I prepares information on Recreation Open Space Task Group II prepares information on Human Resources Task Group III collect information on Recreation Facilities
5 Share, discuss and revise information on Recreation Open Space	Task Group I collects information from Community Feedback Task Groups II and III prepare information on Possible Direction

6	Share, discuss and revise information on Community Feedback Share, discuss and revise information on Evaluation and Possible Directions Develop section on Recommendations for Action	Develop budgets for those recommedations which require financial consideration
7	Share and discuss budget information Develop section on Implementation Formulate first draft of Community Recreation Plan	Task Groups I and II prepare coordinating functions for community meeting. Task Group III prepares copies of first draft of Plan for those attending community meeting.
8	REVIEW PROCESS Hold community meeting to review first draft of Community Recreation Plan and priorize recommendations. Regional Recreation Consultant may be invited to review first draft of Plan.	
9	Prepare final draft of Plan Arrange to submit final draft to open council meeting requesting councils acceptance, approval and adoption of the plan. A copy of the final draft may be sent to the Regional Recreation Consultant.	
10	Make any final changes to Community Recreation Develop synopsis of Community Recreation Plan and arrange to circulate synopsis of Plan throughout community.	At this point the planning committee has completed its task. Community initiates implementation of Community Recreation Plan. It is important to appoint an ongoing Planning Committee to ensure the implementation, continual monitoring and review of the Community Recreation Plan.

FIGURE 2: SAMPLE PLAN OF ACTION FOR PLANNING COMMITTEE

Together with the terms of reference, the planning committee should develop a plan of action that outlines necessary tasks and a time schedule for their accomplishment. (See Figure 2)



The collection of relevant information is one of the most important aspects of developing a Community Recreation Plan.

When a planning committee is unsure about what information they actually require, there is a tendency to gather too much. This makes the information confusing and difficult to interpret. What information is needed, why it is necessary and how it will be used should be clearly understood prior to its collection.

BACKGROUND STUDIES: It may be helpful to review social services studies that have been conducted in the area. They may provide useful statistics and policy statements that will give a better understanding of community services.

COMMUNITY PROFILE: A profile contains information about how the community is growing and general characteristics of the people.

Much of the information should be available through municipal, provincial or federal government offices. A community profile should include:

- population trends
- breakdown of population by age and sex
- identification of special groups
- economic factors
- relationship of community to surrounding area
- particular geographic features

COMMUNITY NEEDS AND INTEREST: The committee must ensure that it is aware of the needs and interests of community groups and individuals. There are numerous approaches to gathering this information including interviews with community groups, a call for written briefs, and surveys.

MUNICIPAL RECREATION OVERVIEW: The information gathered in this section will help to indicate community needs and interests as well as to identify available resources and to suggest directions for future service.

Items to be included are:

- role of the Recreation Commission
- criteria for appointment to the Commission
- relationship between Commission/Council and Commission/Community groups
- grants recently received
- existing by-laws, policies and agreements
- land use regulations
- budget/current expenditures.

RESOURCES INVENTORY: The Resource Inventory must generate information relating to the provision of recreation opportunities. It is essential to know what existing and potential human, physical and financial resources are available.

a) RECREATION PROGRAMS:

- inventory all programs run by voluntary organizations, municipal government and private citizens.

b) HUMAN RESOURCES:

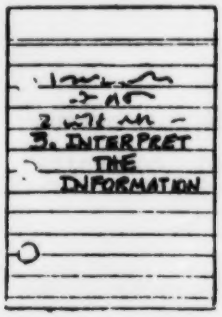
- list volunteer organizations and their objectives
- list individuals currently instructing programs
- list individuals with special skills not currently being utilized.

c) RECREATION FACILITIES (maps are useful here)

- list and locate existing facilities
- include construction and operating costs
- outline management procedures
- evaluate current use
- if possible, analyze current condition

d) RECREATION OPEN SPACE

- locate land presently used for recreation
- identify land zoned for recreation
- identify land to be protected for future open space.



With information regarding programs facilities, needs, interests and resources, it is possible to determine how effectively the community's recreation services are functioning, to identify gaps and to suggest future directions.

To assist in the analysis:

1. Categorize issues/responsibilities: For example, leadership development, programs, facilities, co-operation between community groups, etc..

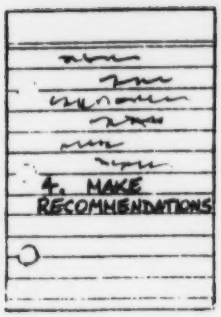
2. For each issue/responsibility indicate possible directions. These may include expansion, deletion, additions and co- operative efforts.

3. Present pros and cons for each course of action.

4. Develop a list of potential alternatives for future development. Refine each alternative.

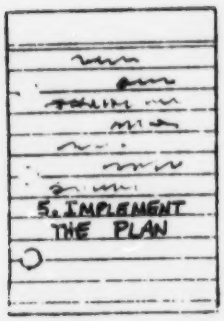
5. Discuss these with the community and priorize them. Test alternatives with individuals and groups for agreement in principle.

The planning committee should refer back to its goals and objectives to ensure that they are being met. It must be remembered that through this process, the community is planning not only for today, but for the future. Do not assume that all conditions (population, economics, environmental) will remain the same.

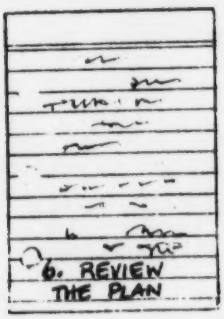


From among these alternatives, a course of action can be developed that will best suit community resources, interests and priorities.

The rationale for the recommendations should flow logically from the goals and objectives for leisure services and from the purpose of developing a plan.



The recommendations should be divided into those that require immediate, short term and long term action. Organizing these into a schedule for the completion of various tasks will aid implementation.



Once the plan is completed, it should be reviewed each year to ensure that the recommendations are still relevant and that conditions in the community have not altered significantly.

SunnyDaze, Manitoba

Population 1,049

Local Facilities

Fire: 16 volunteers, 2 pumpers.
Police:
Schools: 1 elementary, 1 high school
Churches: Anglican, Catholic, United.
Assembly Halls: 2 Capacity 375
Sr. Citizens Home: 1 (16 units)
Hospital: 12 beds
Health Clinic: at Hospital
Hotel: 1 (8 suites)
Motel: 1 (12 suites)
Newspaper: 1 (weekly)
T.V. Stations: Winnipeg
Radio: Winnipeg, Portage
Library: 1

Recreation Facilities

- Arena: natural ice, constructed in 1962.
- Curling Rink: 5 sheets, artificial ice, constructed in 1979.
- Park/Playground: centrally located, 1½ acres.
- Fairgrounds: adjoining arena.
- Ball diamonds) on fairgrounds and schools.
  Soccer pitch)
- Cross-country Ski Trails.
- Movie Theatre: Vacant.

Major Employers:

- Lumber Company
- Construction Company
- Farm Implement Sales
- Hatchery

SunnyDaze is a pleasant community located in Manitoba's Interlake. Although there is a noticeable absence of residents in the 18 - 26 year age bracket, the population of the community has remained fairly stable over the past 6 - 7 years. Most new residents are those who have moved into the town from the rural municipality and are preparing for retirement into a quiet community.

Younger and middle aged residents are active in community groups such as the Kinsmen, Kinettes, Lions, Church groups and 4-H clubs. However, there has been a definite lack of co-ordination in community-wide efforts as well as duplication of efforts among the groups. New residents, as well as "senior citizens" are not generally active in community affairs.

The Recreation Commission, which is responsible to Town Council, is composed of 5 individuals. They are a group of influential individuals who are also busy with other endeavours and find it difficult to meet as a commission. The Commission is responsible for decisions regarding expenditures on recreation facilities and programs. A major issue that the Commission must soon address is the renovation of the arena. Built in 1962, the arena now requires major renovations or possibly replacement.

Twenty-five miles up the highway lies the Village of Overcast - population 753. A rivalry exists between SunnyDaze and Overcast, with the communities competing for new services, businesses, residents and facilities. Recently a fire in Overcast destroyed their arena.

OPTION SESSION 2 - THE ROLE OF RECREATION COORDINATING BODIES

Resource Leaders:

Harry Sirett - Supervisor, Recreation Resources Development Section
Department of Fitness, Recreation and Sport

Brenda Coburn - Coordinator of Volunteers
Department of Fitness, Recreation and Sport

The session, "The Role of Recreation Coordinating Bodies" was divided in two parts:

A) What is the role of the Recreation Commission in the Community?

B) How to make the most of existing human resources.

Assumptions about Participants

The following assumptions were made about the participants:

1) Participants were currently involved with or want to become involved with a Recreation Coordinating Body.

2) Participants knew what recreation is and felt it has an important place in the community.

3) Participants were most knowledgeable on what is going on in regards to recreation in their communities. They had the answers.

4) Participants wanted to understand and be able to define their role more clearly.

5) Some participants had Recreation Directors in their communities. Some participants did not have Recreation Directors in their communities.

Learning Goals and Objectives

The learning goals and objectives for the session are listed below:

1) To develop a climate for open communication among group members through short exercises which also introduce the topic area.

2) To explore the role of the Recreation Commission in the community through participatory learning.

3) To explore the human resources available in a community and their relationships with the Recreation Commission.

Part A

What is the role of the Recreation Commission in the community?

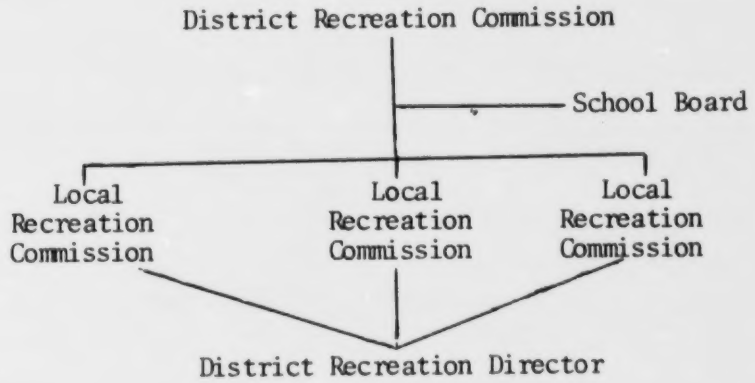
Icebreaker

In order to set the climate the group broke into pairs to discuss:
a) what they were personally involved with in their community.
b) what specific groups they were involved with.
c) what they have in common with each other.

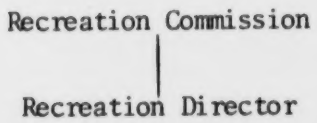
Group formation

The participants were broken into four groups according to the organizational structures of their Recreation Commission as illustrated below:

Model #1



Model #2



Model #3

Recreation Commission, No Director

Model #4

No Recreation Commission, no Director

or Other

Organizations, Agencies and Other Factors Involved in Recreation

Each group prepared a list of organizations, agencies and other factors formal or informal in their communities involved with recreation.

Sports clubs
- hockey
- ringette
- figure skating
- curling
- tennis
- raquetball
- baseball
- X country skiing
- volleyball
- golf
- soccer
- gymnastics
- dance

Sport Councils

Fitness classes

Swimming

Bowling

Service Organizations
- Service clubs (Lions, Kinsmen, Legion, etc.)
- 4H
- Youth (Brownies, Guides, Cubs, Beavers, Scouts)
- Church
- Seniors Groups
- Government Department

Cultural Activities
- Arts and Crafts
- Plays, music performance
- Festivals
- Art Centres
- Art Councils

The purpose of the above was to show how broad and involved recreation is in a community.

Each group was then assigned one component of recreation to discuss and to list groups or activities which fit into their component.

1) Individual and Family

- cross-country skiing
- picnics
- sports
- dancing
- clubs
- golf
- tennis
- Family Bonspiel
- Lions Clubs activities
- Wildlife activities
- Snowmobiling
- Coffee house
- Outdoor activities
- TV
- home entertainment

2) Commercial or Private Interests

- Pool hall
- movies
- tennis court
- hotel pools
- curling
- coffee shop
- golf clubs
- pottery, ceramics
- Bowling alley
- Pub, hotel
- Roller Rink
- Skiing
- Arcade
- Shopping malls
- Private campgrounds

Semi Private

- Service clubs - Kinsmen, Lions, Legion etc.
- Professional clubs
- Cultural Clubs - Ethnic Groups, Art Clubs
- Youth Organizations - Scouts, Cadets
- Seniors - Senior Centres
- Church - Youth Women's Groups
- School
- Others

Government

- Municipal - Libraries, Facilities, Parks
- Provincial - Grants - Lottery
  - Recreation Directors
- Federal - Canada Works Projects
  Parks

Case Study #1 - The Role of the Recreation Commission

Each group was asked to become a Recreation Commission which had just been formed.

The task was as follows:

"You are a member of a Recreation Commission which has just recently been formed in your community. You have been asked to attend the first meeting which you are at now. What are you going to do? What is your job?"

Feedback - What is the job?

- depends on who commission is
  - who commission represents
  - who individuals represent
  - political authority
  - economy

- depends on scope of commission
    - what does recreation involve
        finances (resource allocation)
        facility management
        policy setting
- set up executive (Chairman, Secretary, Treasurer)
- form sub-committees
- cooperate with towns, villages, R.M.'s, etc.
- prepare job description for commission, commission members (and recreation director if there is one).

The job is to:

- coordinate activities and facilities
- liaison between councils
- liaison with other community organizations
- evaluate needs of community
    through survey or other methods
- apply for grants on behalf of community organizations
- approach and inform community groups of the existence of the commission (public relations)
    offer service, request cooperation
- act as advisory committee.

THE ROLE OF THE RECREATION COMMISSION

The following Roles of the Recreation Commission were presented by the Resource Leaders:

1) Being Aware
2) Assessing Community Needs
3) Coordination
4) Programming
5) Budgeting
6) Facility Management
7) Public Relations
8) Planning
9) Policy Development
10) Evaluation
11) Leadership
12) Administration

Brief lecturettes were presented on the above roles.

To further explore Coordination Programming and Facility Management, Case Studies were presented and discussed.

Facility Management

Case Study

You have one arena in your community. The Recreation Commission is responsible for the management and operation of the arena. There is an established policy that 10 hours per week must be available for public skating. There is an "All-Star" town Rep hockey team which gets prime time use of the ice. Ringette players, broomball players, figure skaters and house league hockey players are all approaching you to bid for their "fair share" of ice time.

How do you as the Recreation Commission make maximum use of the arena?

It was felt that:

- policy be reviewed first of all to see if the policy is realistic and valid. If necessary, policy can be changed.
- a committee could possibly be formed to deal with the requests for ice time (the committee must be as objective as possible).
- needs of the individuals concerned must be looked at (i.e. younger children must be given early hours).
- members involved in the activities must be considered.
- equal opportunity should be available for all ages and sexes.

Generally, it was felt there were no universal solutions. The make up of each community needs to be considered.

The handout "Community Recreation" is useful.

Coordination

How do we liaise with organizations as listed previously?
How do we coordinate?

Case Study

There is a very strong minor hockey program in the community. You are members of the Recreation Commission. Looking at the minor hockey organization you discover they have a total of 46 boys between the ages of 8 - 16 years playing on "all-star hockey teams". From discussions with school authorities you find there are 323 boys in this age group enrolled in the school. There seems to be lots of ice time available in the arena, plus the use of outdoor rinks.

What is the Recreation Commission's role in trying to increase participation in the hockey program?

It was suggested by the group that:

- a needs assessment be conducted
  - to see how many children would be interested in playing hockey
  - to see if equipment is available
  - if financial assistance is needed
  - other activities children are involved with which may be conflicting
  - is there adequate leadership (coaches, referees)

- Minor hockey should then be approached by the Recreation Commission and asked to implement a House league

- could possibly work in conjunction with the school sport programmes

- Public relations, promotion and advertising must occur to get the message across.

- Clinics could be held for coaches, referees and other interested volunteers.

It is important to note that the Recreation Commission has a role as a link with other community organizations.

Programming

Case Study

After looking at the list of activities and organizations in the community you realize that there doesn't seem to be much in the cultural area for adults to take part in.
You have had a couple of phone calls from people who think they might be interested in oil painting. As a Recreation Commission what will you do? Consider a step by step plan of action.

PART B

How to make the most of existing human resources.

Relationships

The Recreation Commission has a relationship with the community
a) with council
b) with school board
c) with interest groups
d) with general community

Volunteer Staff Relationships

The Relationship between Commission Members (Volunteers) and the Recreation Director (Staff).

The group explored the role a Recreation Director could play:

- starts programmes
- provides information to commission
- provides recommendations to commission
- has input into decision making
- implements decisions
- acts as a liaison with Government agencies
- Public Relations Officer
- a recreation consultant in the community
- technical advisor
- supervises staff

*The Recreation Director does not take the place of a Recreation Commission.

The resource leaders presented a brief lecturette on the relationship between volunteers and staff citing that the relationship is most often the biggest problem in voluntary associations. (Volunteers complain they do not have control over staff; that they must spend so much time with staff; - staff complain they do not get enough supervision and evaluation from a volunteer board; that they are not listened to and should be because of their professional knowledge and experience).

Group Task

The groups discussed:

1) What volunteers bring to the Board/Staff Relationship
2) What staff bring to the Board/Staff Relationship
3) What staff can reasonably expect from the Board
4) What the Board can reasonably expect from staff

What Volunteers Bring to the Board/Staff Relationship

- knowledge and expertise from various backgrounds
- enthusiasm
- feedback from community-knowledge of conditions
- public relations

What Staff Brings to the Board/Staff Relationship

- skills
- training in recreation
- time
- technical knowledge
- new activities

What Staff can reasonably expect from the Board

- job description and expectations
- recognition of a job well done
- moral support
- open communication
- respect professionalism
- fairness in distribution of funds

What Board can reasonably expect from staff

- loyalty
- efficiency
- open communication
- good public relations
- enthusiasm and dedication
- ability to get along with people of all ages
- management skills
- lots of new ideas

Discussion Followed.

The group was given the opportunity to suggest topics for discussion for the remainder of the session:

1) Recruitment of Volunteers
2) Problems between Recreation Directors and Commissions
3) Accountability and Responsibility Commission has to Funding body
4) What Role the District Commission has
5) Recreation Director vs Recreation Programmer
6) Miscellaneous

The larger group broke into discussion groups of their choice to discuss issues concerning themselves.

Handouts

1) Board Evaluation
2) Group Effectiveness Inventory
3) Tapping the Untapped Potential: Recruiting Volunteers Into Leisure Services (Recreation Canada, July 1982)
4) What is Recreation
5) Community Recreation
6) Recreation Commission Members
7) Role of the Recreation Commission
8) A Yardstick for Measuring the Board

OPTION 3: ENERGY CONSERVATION AND ALTERNATE SOLUTIONS

Resource Leader:

Fred Oberbuchner - Facility Consultant
Recreation Resources Development Section
Department of Fitness, Recreation and Sport

Guest Speakers #1:

Paul Wasney, P. Eng. - Lighting Engineer
Allan R. Morrison, P. Eng. - Environmental Control Engineer
Energy Application Section
Customer Advisory Services
Manitoba Hydro

Subject - Potential Conservation in the Electrical Systems. This included: lighting levels, switching, fixtures, power factors, motors, heaters, demand meter system.

Guest Speaker #2:

Miran R. Strizic, P. Eng. - Midwest General Manager
Cimco Limited

Subject - Potential Conservation in the Ice Plant. This included: single or multi compressor units; equipment operation and efficiency; operating hours; use of waste heat for hot water and heating.

Guest Speaker #3:

Stuart L. Ursel, B.Sc., M.Eng. - Manager, Energy Management and Technical Services, Field Services Division, Department of Government Services

Subject - Potential Conservation in the Heating and Ventilating System. This included: quality of ventilation; temperature ranges; heat gained from lights; power systems; operating hours; shutdown hours; maintenance.

Guest Speaker #4:

Gordon Barthels - Energy Section
Scouten, Mitchell, Sigurdson Consulting Engineers

Subject - Insulation for Energy Conservation. This included: all materials available on the market; applications in "high humidity" buildings; condensation; vapour barriers; ventilation of spaces; infiltration.

Guest Speaker #5:

Bill McGregor - Senior Facility Consultant
Recreation Resources Development Section
Department of Fitness, Recreation and Sport

Subject - Evaluation of Energy Saving Proposals. This included: cost of implementation; estimate potential and savings; determine payback period; making the decision.

Guest Speaker #6:

John B. Thorsteinsson, P. Eng. - Chief, Energy Conservation, Department of Energy and Mines

Subject - Energy Saving Programs. This included: introduction of programs; overview of the National Energy Bus Program; how to do your own energy audit.

SUMMARY OF INFORMATION PRESENTED:

Rising energy prices are placing increasing pressure on municipal budgets and these costs are escalating beyond reach at a time of restraint on expenditures. Buildings account for about 37% of the Energy consumption in a Municipal Operation, where the population is under 50,000 persons, which is 99% of the municipal corporations in Manitoba. As the Energy consumption for street lighting and Public Works Operations decreases in smaller corporations, the percentage of the total budget spent on energy consumption in municipal buildings increase.

In many urban areas, buildings used and operated by the Parks and Recreation Department, consume about 20% to 30% of the energy, since they are used extensively during the leisure hours in the evenings in addition to the systems operations during the day.

As the public awareness for recreation increases, we can expect also an increase in operating hours and with that, an increase in energy consumption.

The Federal Department of Energy, Mines and Resources predicted increases in consumer prices from 1981 to 1986 for gasoline 115%, heating oil 125% and natural gas 100%. As a result of these increases in non-renewable resources, we have to expect also an increase in the Rates of Electrical Energy.

Local Government Officials face a set of difficult options: raise taxes, reduce operating costs, or divert funds from other operations and services in order to cover the costs for additional consumption and increased costs. However, most municipalities seek to provide their communities with a continuing high standard in the level of all services and especially the quality of life.

However, energy conservation raises new demands for municipal leadership in the community, as each individual and the people as a whole are becoming increasingly intolerant to energy waste. They expect their dollars to be used effectively.

Energy use offers one of the least controversial and most desirable ways to reduce the over-all costs by control and management of energy consumption. Improved efficiency will result in direct economical benefits.

To discuss energy Conservation and Alternate Solution within the framework of recreation facilities, we have to define what energy is and what it is used for. Energy can be mechanical work such as motors and compressors, temperature such as stored heat or cooling, or the flow of electricity for lighting, power to motors, etc.

Energy is used in buildings for lighting, heating such as unit heaters, warm air furnaces, water boilers, fans and pumps, ventilation such as exhaust fans or circulation fans, water heating for showers or ice making, swimming pools etc., refrigeration plants for air conditioning or ice making purposes.

The term conservation implies two things - making good use of the developed conservation techniques, and reducing unnecessarily high demand. However, to achieve these goals, four basic steps have to be made:

1. Municipal-Management Committment
2. Energy Audit
3. Program Implementation
4. Monitoring

Good energy management is becoming a measure of good government and in turn is influencing the energy use and consumption patterns in the municipality, with far reaching effects in the public sector and the private home. Energy management is not primarily dependent on funds, but it needs people who are genuinely concerned with the Program. This need extends from the leaders to the management and the operators.

An all-out campaign to reduce energy waste in municipal buildings can be based on "no cost" or "low cost" measures. The "in-house" program is a potentially effective part in the conservation strategy and can realise savings from 10% to 40%, considering the no-cost and low cost measures, the pay back period for the investments seldom extends beyond one full season of operation.

No cost measures are mostly aimed at operators and users, requiring education on maintenance and control and breaking of old habits. Some of these measures could be stated as switching off lights, when not in use, reducing lighting levels and temperatures to suit the activity, use supplementary heating units only when required, clean, oil and maintain all motors, filters and other equipment regularly, carry out repairs as soon as possible to stop all (energy) leaks.

Low cost measures are considered to be effective with only a small investment. They could include items like weatherstripping for doors, closing of windows, installation of time controls for lights and equipment, separating circuits and providing additional on/off switching for lighting banks, installation of flow restrictors and control of automatic flush cycles for washrooms and showers, as well as provisions to reduce energy needed to eliminate snow melting in the ice cleaning process.

Before intermediate or high cost measures are considered, consultations with a professional will reduce the possibility of costly oversights. This consultant should work closely with the maintenance personnel to establish the measures, and to introduce the staff to the measures and the monitoring of the effects.

The intermediate and high cost measures will require the hiring of contractors for projects such as building insulation, heat recovery systems from the exhaust and refrigeration systems, improvement of light fixtures by replacement with more efficient units, additional heat or cooling sensors and controls at various required locations to improve the heating or cooling cycles, controls and timing devices to reduce peak loads and to control the systems and stagger the operation of equipment.

The attendants of the Recreation Commission Members Conference were made aware of not only the no-cost and low-cost measures possible, but also, by experts from Hydro Customer Advisory, Department of Energy and Mines, refrigeration firms, consultant engineering firms and the consultants from the Department of Fitness, Recreation and Sports on the many possible conservation measures of intermediate and high costs in municipal buildings and recreation facilities especially.

It was a satisfying experience for all workshop leaders to realize that all the members were able to contribute with their own experiences and ideas to share many additional solutions for energy conservation.

Before any measures are implemented, the proposed solutions have to be evaluated. For this purpose, the costs have to be established. These costs have to include not only the materials and labour for the installation but also costs for maintenance. Further, any effects on other systems have to be evaluated, i.e. the sealing of the building to reduce air infiltration, may produce higher humidity levels, which in turn could affect the loads on the refrigeration system.

Once the costs are known, we have to estimate the potential savings. This can best be done from a log book for the facility, considering the operating hours, peak consumption periods, energy consumption and energy costs. In many facilities, we are not fortunate enough to have a log book yet. Therefore we have to guess the potential savings, of course, with a considerable reduction in accuracy.

The next step is to determine the pay back period. To establish this, we divide the total cost, established in the first step, by the potential annual savings, established in the second step. We should not forget, that a guessing at costs and savings will result in a guess at the pay back period.

Finally, we will have to make a decision on the implementation of the solution. With all the factors known, reasonably well, and with consideration of the effects on the operation, the human factors and codes, the decision is made to carry out the conservation measures. We should not forget to establish all the real costs for labour and materials, monitor the energy consumption and revise our estimates to provide the community with the best accurate data possible.

As a conclusion to Session 3 in the Conference, with discussions on "Energy Conservation and Alternate Solutions" or "Ways to Save Money with Facilities", attention was drawn to the Publications on "Ener-Save for Municipalities" and also to "the National Energy Program", the "Manitoba/Canada Conservation and Renewable Energy Demonstration Program" as well as the "Energy Audit - Bus Program". These programs are designed to provide assistance in the preparation and implementation of Energy Management Resources. Similar, the Customer Advisory Section of Manitoba Hydro will provide Publications and Assistance to Hydro Customers in establishing a Program designed for the individual facility. Additional information on any or all of these programs can be obtained through the Regional Recreation Consultant of the Department of Fitness, Recreation and Sports, or the Manitoba Energy Information Centre.

HANDOUTS:

LIGHTING COST SUMMARY

At the recent Manitoba Department of Fitness, Recreation and Sport Seminar at Portage la Prairie, time did not permit the speaker to complete the presentation on the subject of lighting.

Therefore, we are enclosing a copy of the annual lighting cost summary which you may wish to use as a guide in gauging your existing lighting system. This information is supplemental to that included in your copy of our Recreation Centre Energy Management Handbook.

The basis of power costs in this summary are:

a) Demand charge of $4.75 per kVA per month based on "winter peak" loading.
b) Consumption costs of 1.12¢ per kW.h.
c) Annual operation of 2 000 hrs.

A lamp replacement factor was used in this analysis to account for some normal burnouts which are spot replaced. The method of calculating replacement lamp costs is:

$$\frac{\text{Rated Lamp Life}}{\text{Annual Operating Hours}} \times \text{Number of Lamps} \times \text{Costs per Lamp}$$

A ballast replacement factor was also factored into this cost on the basis of one ballast failure per year.

The lighting fixtures analyzed were one of high efficiency design, yet a standard product which is commercially available, and reasonably well priced. A word of CAUTION: In the analysis of fixtures, it is very important that photometric data be obtained and used in the comparison of various units. Fixtures with efficiencies well over 70% were used in this lamp comparison. (There are many fixtures presently available on the market with much lower efficiencies, at a slightly lower cost than highly efficient units.)

It is interesting to note the large variation in the annual operating costs as well as the power density requirements. It is evident that a good lighting system can be designed for well under one watt per square foot of lighted area.

In this lamp analysis, the following facts must be taken into consideration:

1. The greater the quantity of units, the more uniform will be the lighting level. The use of two-level switching can be considered whereby a portion of the lights can be used for practice skating, etc. where a full lighting level is not required.

2. Colour is important. Metal halide will provide the best colour rendering properties, with mercury and fluorescent sources providing reasonably good colour rendition. Prime-colour mercury lamps are available with excellent colour output. High pressure sodium has reasonable colour rendition and should be seriously considered, particularly for a new lighting system installation.

3. Fixture layout. All units should be laid out on a regular grid pattern. For example, 29 mercury fixtures can be laid out with two "outside" rows of 10 units each and one "middle" row of 9 units. It may be simpler to use 3 rows of 10 units. The H.P.S. alternative using 3 rows with 8 units per row may be most convenient.

4. A combination of sources may be considered, such as metal halide with fluorescent. The colour of H.P.S. sources can be partially corrected by mixing it with metal halide or possibly fluorescent.

5. Existing lighting layout should be carefully analyzed in order that existing wiring may possibly be reused.

6. Remote ballasts should be considered for economic and maintenance reasons. Ballasts may be located in an area where losses may be utilized as heat, and ballast noise confined to this area.

In order that total lighting costs can be more fully analyzed, life cycle costing methods should be used in your specific situation; however, this cost summary will provide you with some operating cost guidance.

BASIS OF TYPICAL RINK AREA LIGHTING SUMMARY

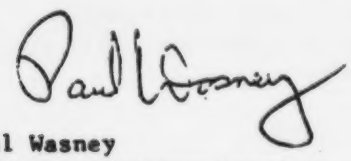
A rink area of 85' by 200' was designed for an average maintained illumination level of 20 footcandles (FC). A fixture mounting height of 16 ft. over ice surface was assumed. Calculations are based upon 10% wall and ceiling reflectances, assuming ice reflectance to be at least 50%. Lamp lumen output is based on the mean or average lumen output at approximately 50% of rated life. A lumen dirt depreciation factor of 10% is used to account for the fixture light loss factor. Fixture efficiency 70 - 75%.

ANNUAL LIGHTING COST SUMMARY	SOURCES				
	400 W MERCURY	400 W MET.HAL.	250 W H.P.S.	VHO FLUOR.	500 W INCAND.
Fixture Quantity:	29	21	22	27	63
Fixture Power:	460 W	470 W	300 W	480 W	500 W
Lamp Life:	24 000	20 000	24 000	10 000	2 000
Total Power:	13.34 KW	9.87 KW	6.6 KW	12.96 KW	31.5 KW
Total Demand:	14.5 kVA	10.71kVA	7.12kVA	14.17 kVA	31.5 kVA
Lamp Cost: (each)	$22.50	$40.00	$49.00	$12.00	$4.00
Avge. Lamp Cost (Replacement):	$54.38	$84.00	$89.83	$129.60	$ 252.00
Avge. Ballast Cost (Replacement):	$75.00	$80.00	$90.00	$45.00	-
Demand Costs:	$743.85	$549.42	$365.51	$726.92	$1 615.95
Consumption Costs	$298.82	$221.09	$147.84	$290.30	$1 411.20
* Total Cost:	$1 172.05	$934.51	$693.18	$1 191.82	$3 279.15
Per Unit Cost:	0.357	0.285	0.211	0.363	1.000
Power Density: (watts/Sq. Ft.)	0.784	0.581	0.388	0.762	1.85

* Total Cost excludes the figure shown on Lamp Cost (each) above

We trust that you found this seminar informative and helpful for your specific use. Should you have any questions on our portion of information, please contact us at 474-3402 or 474-3353.

Yours truly,



Paul Wasney
Customer Advisory Services

BANQUET KEYNOTE ADDRESS: VOLUNTEERS

CANADA'S GREATEST RENEWABLE RESOURCE

Speaker: Jean Campbell - Volunteer Centre of Winnipeg

I salute all you volunteers!

It is my personal pleasure to be part of this banquet. One of the most pleasant parts of my job is meeting and being with volunteers. Volunteers to me are VIP's - very important people. Other names volunteers have earned are community builders; our greatest natural resource; and in today's language, the movers and shakers of the community.

In one of Erma Bombeck's messages, she compares volunteers to yachts. "They could stay moored where it is safe and still justify their being, but they choose to cut through the rough waters, ride out storms and take chances. They have style. They are fiercely independent. If you have to ask how much they cost, you can't afford them". She ends her message by saying, "It frightens me, somehow, to imagine what the world would be like without them".

You, as members of the Recreation Commission, have earned any one or all of these special titles. Because of your interest, your enthusiasm and your dreams of what can and should be within the recreational field, you have accomplished much".

I have learned because of you many small communities have recreational facilities. You recognized a need for it, you went out and you fundraised and you made it a reality. Then you developed programs and provided the manpower. Because of you, expanded and new programs are happening. Recreation is bigger and better because you care. I would really challenge you to continue to care. You have made a difference. The state of health of a community is measured by its volunteer involvement. You indicate a healthy community.

Volunteers have been our history. In barnraising days or quilting days, people got together to help people. Today, as we look at what volunteers are doing, they are providing essential direct service in helping to meet people's needs. People's needs now are escalating at a time when we are really having difficulty trying to

reach out to everyone who needs a helping hand. Volunteers are playing an important role today. It is important today, in a no frills time, to help continue to provide service. Volunteers are the caregivers of the community. They play a vital role for tomorrow.

This is an explosive time of change we are living in. If we look back over the last 30 years it is really mind boggling. I would like to be a student in a history class when they read the history books about what happened during our century. I'm sure it will blow many of their minds. We see a rapid change in research, communication, space travel, computers and organ transplants. I could go on and on. We have also seen some very drastic changes that have had an effect on our social phenomena - changes for women. We have seen a mass increase of women into the work force; changes in the economy; changes in the high unemployment; changes in recession; - even the "me" generation has re-shaped a charitable endeavour, once taken for granted.

The late Governor General Vanier's message given in 1962 talked of change. I am sure when he made this statement he had no idea how we were going to sky rocket. "As our society grows ever more and more complicated and more personal, the need for voluntary work becomes daily greater, for it is essential there be always preserved a balance between complexity and conscience". Complexity, we already have. You people are the conscience of the community. You are the people who are reaching out to others and looking at your community and attempting to meet the needs that are obviously indicated.

I would like to spend a few minutes talking about some of the changes that this overwhelming changing world has had on the voluntary sector. We obviously did not go sliding through and not feel some of its impact. We began to see some of these changes in the early '70's. Some of the change messages we saw were: If I had drawn a picture of the volunteer community in 1950 or 1960, I would have drawn the middle aged lady. Basically, it may have been a totally female picture. Obviously, with the changes for women in the 1970's, with the return to

the work force; the "go out and find something else" message, we were seeing that no longer was the picture going to remain the same. The major part of our work force - our volunteer commitment - who, at that time was predominantly female, was beginning to look elsewhere.

The change in attitude, the "me" message was coming across - volunteers were saying "What's in it for me?" They were no longer prepared to be totally altruistic. They wanted altruism blended in with self interest.

Volunteers were also finding that they had less time to give. We were all beginning to move at a faster pace. So what they were saying was -"What you have asked me to do, make sure it is quality. I am tired of the gopher jobs that you have been giving me. I won't allow you to waste my time anymore". All of this came to the point where the volunteer community was really challenged - to professionalize or perish. We had to get our act together if we wanted to involve the greatest natural resource, the human resource. We have gradually seen volunteering transferred into a career, acquiring all the characteristics of a paid job, but without pay.

I would like to tell you how we addressed the changed messages that came our way. When we looked at the number of ladies that were returning to the work force, the first thing we had to do was realize that our recruitment strategy had to change. We were not any longer able to go just after those ladies - we had to look at the students, the seniors and we also obviously had to involve more volunteers that were male. I do recognize, within your recreation commission, that basically you are male.

We did have to look then at a different strategy. If we wanted to keep those people in the work force, then we had to make sure that what we were offering them was quality. We had to get rid of the gopher jobs. We had to begin to do some effective planning to ensure that what we were offering was challenging. We had to design job descriptions. There are job descriptions for volunteers today. We had to look at training, orientation, supervision, evaluation and recognition. What was really coming out of this planning was really

the emerging of effective volunteer management.

The change in our recruitment message had to also be different. We have in the past always been saying - "HELP! HELP! HELP!" What was happening was that people were turning off. If we satisfied people's needs for volunteering, then we could be guaranteed that we certainly could recruit them, and very likely we could maintain an interest in what we were doing. We had to look at it as an exchange in benefits. It no longer was a one way street.

We also had to look at it as a change in how we view volunteers. Volunteers now became viewed as a resource that required an investment of time, money, training and planning. The time had come when we could no longer take volunteers for granted. We had to look at today's volunteers using today's message and today's system, and hopefully get rid of the old system that no longer was going to work.

What effect did some of these changes have? I would have to say that organizations or agencies who provided direct service to clients and depended on volunteers' assistance, had to make these changes quickly if they were to continue to successfully recruit and maintain their volunteers, for example the Red Cross. If they wanted to continue to recruit volunteers that were so vital to their staff in assisting and providing service, they had to hear the messages. They had to make today's messages relevant to those volunteers.

I think that maybe the organizations that did not feel the pressure quite as much were the clubs that were not involved in providing direct service to a client. I don't mean to offend anyone and I mean by those, Home and School Organizations, Brownies, Guides and volunteer groups that still made the assumption that the volunteers were there solely to help an organization accomplish its purpose and failed to realize that volunteers are there to have some of their needs met. Those, I think, were the organizations that were the slowest ones to hear the message. They failed to hear "What's in it for me? I have less time - make it challenging and rewarding for me." Those were the

organizations that began to develop signs and symptoms. When we began to see what the underlying problem was, it was in most cases their slow resistance. Some of the specific symptoms were declining membership, difficulty in keeping volunteers and finding new volunteers. They were still looking for today's volunteers with yesterday's message.

To assist these groups to assess where they were at, the following questions were asked. For example,"What are you asking your volunteers to do? Do they know what is expected of them? Are you providing them with meaningful jobs? Are you providing them with the skills and the knowledge so that they are equipped and comfortable in doing their jobs? Are you providing direction and training to your board members or committee members? Is there someone in charge? Is there a focus? Is there someone leading the way? Are you providing feedback? Are you giving them the "warm fuzzies" when they are doing a good job or the "cold pricklies" when constructive criticism has to come across? Are you remembering to say thank you for a job well done?" All human beings require that, but volunteers require it even more. These are questions we ask in doing an inhouse assessment.

Ask yourselves these same questions. Are your needs as a volunteer being met? Are your co-workers that are working with you as part of the recreation commission team - are their needs being met? If you find you have difficulty in finding volunteers or keeping volunteers, then basically look at your recruitment strategy.

First of all, may I assure you that the volunteer community in our country and in our province is healthy. Many people say -"Nobody continues to volunteer anymore".- That truly is a myth. There were 2.7 million Canadians in the year ending February 1980 who volunteered. If you equalled that to a paid person that would mean 212,000 people worked a 40-hour week for a full year. That is a fantastic number of people who believe in volunteer service. Manitoba is the second highest province for volunteers. We estimate that there are over 200,000 volunteers in the province. Your numbers indicate that you are there and that you are necessary in your community.

Who volunteers? I spoke about the changed picture. Obviously, men, women, students, seniors are available to volunteer. I understand many members of your commission are male. Are you looking at the females to involve them? When I say that statement, I look around the room and I see many volunteers here are women. Are you looking at students? They are super volunteers. Many times when I go to high schools to talk about what students want to volunteer in, they really enjoy and turn on to the recreational field. I hope you are not bypassing them because there is a lot of power and a lot of ability in the high schools. What about your seniors? Manitoba supposedly has the third highest number of seniors in the country. Are you involving those people? Are you using the most skilled members of your community to achieve what you want to achieve?

Why do people volunteer? The reasons are many and varied. The most important thing is that you hear why they volunteer. Students - when I go and talk to them - say, "I want to explore a career. I want some work experience and I want to test the skill I have." Seniors say to me, "I want to get a meaningful input into my community." Any of those reasons are valid. It has to mean something to them when they volunteer.

I would like to share with you a message from one of the textbooks I found in our office and it was obviously written by a volunteer.

> "If you want my loyalty, interests and best efforts, remember that I need a sense of belonging, a feeling that I'm honestly needed for my total self, not just for my hands, and not just because I take orders well. I need to have a sense of sharing in planning our objectives. I need to feel that the goals and objectives arrived at are within reach, and that they make sense to me. I need to feel that what I am doing has real purpose, and contributes to human welfare. I need to feel I can share in making the rules by which together we shall live.

I need to know in some way, just what is expected of me. I need to have some responsibility that challenges, that is within the range of my abilities and interests and that contributes to reaching my goals and our overall goals. I need to see that progress is being made. I need to be kept informed. I need to have confidence in my co-workers. In brief, it really doesn't matter how my part in the organization means to you. It must make some sense to me."

When you are looking at involving your volunteers do keep the volunteer viewpoint in mind. It really does say it all.

I do have to talk a little bit about burn-out. Please do realize that your volunteer burn-outs do indicate bad PR. You can go somewhere and complain and talk about what is not happening - you are the best turn-off or you can go somewhere and talk about how great it is to be part of the Recreation Commission and turn them on. They say a satisfied customer is the best advertising. I hope that you as Recreation Commission Members are satisfied customers because you really can do a tremendous job in attracting people to join your team and being that recruitment person. In speaking of burn-out - we seem to recycle volunteers until they are next to dead and then somewhere along the line let them out. When we finally do let them out, they will be the worst PR that you could ever imagine. Please realize that your volunteer burn-out really indicates that you do not have a system and a plan in place where a volunteer can come in and gracefully go out. Do not burn them out because they will not be walking PR for you.

We've talked about where we've been; we've talked about changes and now I'd like to talk briefly about where you might want to go. These are obviously ways that may assist you in accomplishing what you have already done, and you have done some super jobs.

The first one would be obviously the need for planning. Short

term and long range planning is no longer an option. It is now a must - if we want to keep in step with today's rapid change we must be prepared to look down the road. We must make sure that we have really looked at our community and assessed its needs. In a recent study in the leisure field, it was identified that one of the greatest needs was for long range planning.

The need for structure is the second need. We find that we basically function better when the structure is there because we know who's on first and who's on second and hopefully who will be on third. Volunteers today are really asking for that structure. They want to know what you expect of them. They want to know what the system is. They want to effectively participate. The Westman Sport Association is one group that has effectively demonstrated the effectiveness of structure. They believe in organized meetings. They believe in long range planning. The end result is that they are off and running. They have all kinds of members that are willing and able to be there.

The need for training was also identified as a top priority for those in the leisure field. Today's volunteers want the skills that would effectively help them with the job. I am hoping that you as commission leaders are ensuring that you have the opportunity to develop the skills that will help you in the job.

You have an added responsibility because you are the employer of the recreation directors throughout the province. You are the boss and they work for you. Some of the recreation directors may not have had training in how to coordinate volunteers. There is a new four year recreation course offered at the University of Manitoba which has included the effective management of the human resource. Please assume your job as the employer.

See that volunteers get their skill learning opportunity. Skill learning opportunity can obviously be offered by working through the recreation consultants with the Department of Fitness, Recreation and Sport. I am here today to personally offer the services of the

Volunteer Centre. We basically have a mandate to work within the City of Winnipeg but we often receive requests from throughout the Province. They are looking for direction and assistance in volunteer management. Our mandate has expanded to places outside the City. We have had the opportunity to work in three rural communities; Swan River, Steinbach and Selkirk. Obviously what works in the City cannot automatically work or be transplanted into a smaller community. We are prepared to work with the Department to find a system that will work for you.

The need for communication is one that I have also seen. In learning about your system, I have seen that you function as a team - you as volunteers and also with the recreation directors. Those recreation directors are looking to you for guidance. They are looking to you to set the plan, the guidelines - they want feedback. Many of them are very young, inexperienced people. They really want you to give them that necessary guidance. Do look at yourself in an employer role and make sure the communication does happen.

A future dream I would like to leave with you and I call it a dream because the economy does not make it real. When or if or ever the economy does come around you can look at hiring a volunteer coordinator who can complement and work along beside your recreation director .

This has become a reality for Parkland . Paula Nichol is the volunteer coordinator for Parkland . She works with the recreation director and consultants. It has been a positive relationship for Paula because in her efforts the recreation programs have really boomed within that region. Paula has assisted in developing 20 sport organizations in that area, so a lot of good things have happened. I call this a dream because I know that having another person hired right now just isn't a reality, but the combination of the two is a dynamic duo.

Looking at the Royal Bank of Canada Newsletter dated April 1982 they did a special article called A Call for Volunteers. It was a very suitable time because that was when we celebrated volunteer week in Canada. They said, "Volunteers are people who help others of their

own free time and perform a vital service to society". We obviously should not and cannot look to government to meet this need. Volunteers are there, they are the free spirit, and they are what makes things happen.

Mother Theresa of Calcutta, in this same article made this statement - "We feel ourselves that what we are doing is just a drop in the ocean. But if that drop was not in the ocean, I think the ocean would be less because of the missing drop."

I would like to end on a high. I want to share something that is my personal salute to you.(Jean puts on a hat with flashing lights). One of my daughters went to see Olivia Newton John. She came back with a really neat hat. This hat has lights and it lights up to show I am aware that you are the lights of your community. You do lead the way in recreational planning. May I congratulate you on what you have already done. May I challenge you to keep up the good work. May I say HATS OFF TO VOLUNTEERS!

PHYSICAL RESOURCES: DEVELOPMENT, USE AND CONTROL OF OPEN SPACE, PARKS, FACILITIES, SCHOOLS, CULTURAL CENTRES, ETC.

Group #1 - Communities 5,000 + pop.	- Larry Artibise, Dauphin
	- Wayne Luchik
Group #2 - District members 1,000 to 5,000 pop.	- Barry Hood, N.C.C.E. Rec. Dist.
	- Heather Campbell
Group #3 - Smaller non-directed communities under 1,000 pop.	- Art Wiebe, Rosenfeld
	- Linda Yablonski

The groups met for an hour and a half and discussed common problems they have experienced in the development and control of open space, parks, facilities, schools and cultural centres.

The moderator of each group described a situation in his community then the participants related their experiences. An example of the presentation on Group #3 follows:

Group #3 - Smaller non-directed communities under 1,000 pop.

Example: Unincorporated Village District of Rosenfeld by Art Wiebe

- population 270.
- 2 churches, 1 store, 1 elevator, 1 post office, 1 garage, 1 school, 1 community centre.
- surrounding area = 270 people.
- Village is located at the corner of Highways # 14/332.

A) Village Committee

- of an $18,000 budget = 2,000 - 2,500 is spent for recreation
- majority of this money goes for an outdoor skating rink (Dec. - March).
- during months of July - August swimming fees and transportation are paid for all children one day per week.
- C.P.R. property is mowed so that area may be used by passers-by for rest stop - no facilities - but nice treed area.

B) Parent Council - The School

- active 10 member committee.
- a new school was planned for our community.
- gym size was to be 60 x 30.
- Parent Council volunteered to be in charge of landscaping in exchange for a larger gym. Board accepted.

- all work volunteered:

  Farmers - trucks and soil
  Contractors - tractors for levelling
  Citizens - clean-up and planting local private nursery - donated majority of shrubs
  Donations and Bake Sales brought in some revenue.

- Community members are already looking forward to use of gym in the evenings.
- after landscaping is completed Parent Council is looking at construction of playground equipment.

C) Rosenfeld Good Neighbor Centre

- started in 1960 from Senior Citizens Grant.
- building used to be a lumber yard office.
- completely renovated.
- Committee responsible to look after the community centre and certain sport activities.
- it is hoped that in the future all sport related activities will be co-ordinated through this body.

Activities organized include:

- Winter Carnival, Spring Supper, Sports Day, Fall Supper, Santa Night, games nights, and educational courses.
- activities organized for all age levels.

D) Senior Citizen Committee

- they basically look after their own activities such as music, games, film nights, tours, gathering etc. They do have a representative on the Good Neighbour Centre Committee.

E) Church Youth

- organize their own activities.
- are involved with community improvement projects etc.

F) 4 - H Club

- volunteer their services in many ways.
- clean-up of cemetery, planting of flowers at the Senior Citizen's Home, donation of funds for hockey equipment, spring/fall clean-ups.
- very positive effect on the community.

G) Baseball Committee

- volunteers interested in playing and coaching.
- presently two teams: 16 and under hard ball, 16 + fast pitch.
- school yard was used for two years and volunteers used to improve landscaping of diamonds; but school yard was just too narrow.
- this year a local community member consented to allow the teams to use his three vacant lots to construct a diamond in exchange they keep the property mowed.
- private donations and funds raised by interested people payed for back stop, etc.

H) Tennis Committee

- seven member committee was formed.
- five lots donated by R.M. and three by a private resident.
- Sport Facilities 1980, local donations, plus lots of volunteer help made it possible to construct two tennis playing courts (100' x 120').

I) Local Manitoba Pool

- very interested in community recreation and donates funds on a yearly basis.

Summary: In order to have success you need:

1) Energetic enthusiastic positive people on a Committee, meeting on a regular basis.

2) Communications - keep people informed.

3) Volunteers - respect their ideas and value their efforts. Without them we are nothing.

4) Money - with success in the above three points, grants, donations, and volunteer time will FALL into place.

REMEMBER: See a need in your community - get involved - get the wheels in motion.

"Ask not what your "community" can do for you, but what you can do for your "community."

The participants shared many practical, successful ideas and found this session to be very valuable.

PLENARY SESSION: "RECOMMENDATIONS FOR FUTURE GRANT PROGRAMS FOR THE PROVINCE OF MANITOBA IN RECREATION"

Resource Leaders: Donna Ghidoni - Resource Consultant
Recreation Resources Development Section
Department of Fitness, Recreation and Sport

Lenore Laverty- Planning Analyst
Research and Planning Branch
Department of Fitness, Recreation and Sport

The objectives of this session were:

1. To make participants aware of programs available through the Department of Fitness, Recreation and Sport

2. To gather feedback on two of the department's major grant programs -
   - the Recreation Facilities Grant
   - Recreation District Grant

Departmental Programs

The Recreation and Fitness Branch of the Department offers consultative services and financial support to help communities mobilize and better utilize their resources. Regional Recreation Consultants, working through community recreation directors, are responsible for the delivery of these programs.

Departmental programs are divided into four broad categories:

Exposure - provides opportunities for Manitobans to be exposed to a variety of physical, social and cultural activities

Human Resources Development - leadership training and development of skills

Physical Resources Development

Community Programs Development

The Sport Branch, through its regional sport development grants, assists regional associations with the development of programs throughout their regions. Areas of funding include: regional association grants; regional competitions; administration of regional associations; special projects; clinics and hosting.

In order to obtain feedback on the Recreation District Grant and Facility Grant programs, their objectives were first discussed.

Recreation District Grant - Objectives

To provide
- increased opportunities for recreation
- effective use of community and school resources
- co-ordinated delivery of programs and services

To
- maximize the well being of Manitobans
- improve the quality and quantity of leisure time activities
- reflect the needs and desires of communities
- encourage multi purpose use of public facilities

Facility Grant - Objectives

To encourage facility planning

To provide financial assistance for the development of public recreation facilities that meet construction standards and are well-located, accessible and safe.

Participants were asked to form groups to discuss specific questions regarding the grant programs. The following comments were recorded during these group discussions.

Recreation District Grant - Questions

1. Was an adequate amount of information provided before the district was formed?
2. How can the department make the program more effective?
3. What contribution should the municipal corporations make to the program?
4. Comment on criteria
5. What changes have occurred in your community since the district formed?

Group 1

Question 1 - It is difficult in getting information and grants.
Have a contact in unorganized districts.

Question 2 - Help make us aware of available literature.

Question 3 - More frequent meetings; improved communication between municipal corporations and directors.

Question 4 - Index the grants
Could smaller districts with part-time directors be formed?

Question 5 - Facilities have been upgraded. This would not have been possible without grants.
There is more community involvement and interest in local sports programs etc.

Group 2

Question 1 - Information supplied is adequate.

Questions 2-3 and 4 - The grant should be more in line with actual costs.
- The grant should not be the foundation for selling the district program and for formation of district boards.
- The grant structure should be revised to allow a single municipal corporation to form a district and still be eligible for the entire grant.
- Grants should be applied to programming, not toward hiring a director.
- Local people should be hired as directors even if they do not have qualifications; they should be given an opportunity to upgrade.
- Volunteers should be utilized to the fullest.

Question 5 - Better services.
- Better co-ordination of programs and facilities.
- Involvement and co-ordination of volunteers service clubs, church groups etc.

Group 3

Question 1 - Job description of director should be added.

Question 2 - Why can't the district get a grant to do the job on its own?

Question 3 - Better utilization of existing facilities.
Communities should have monetary input.

Recreation Facilities Grant - Questions

1. Is the 50-50 cost-sharing formula realistic?

2. When is the best time of year to announce the program?

3. Comment on the length of the application and claim periods.

4. Comment on the application and claim procedures:
   budget estimates
   building permit
   inspection before claim
   financial statement

5. Comment on criteria

Group 4

Question 1 - Discontinue the 50-50 construction/renovation grant, and provide operating grants on a per capita basis (providing the community builds the facility and meets other costs)

Question 2 - It doesn't matter when the grant is announced, as long as communities budget for it and it's paid out before the end of the fiscal year.

Question 3 - Claims submitted for payment at year end.

Question 4 - Submit an audited statement and include budget estimates. Also submit an interim statement.

Question 5 - Re-write criteria to facilitate the funding of operating and maintenance costs.

Group 5

Question 1 - Formula is realistic.
The 50% is contributed by individual organizations.

Question 2 - End of winter

Question 3 - Why should grants be cut in half?

Group 6

Question 1 - Cost sharing formula is OK.
As population increases, the amount of the grant should increase. All costs to the community should be part of its 50%.

Question 2 - Grant should be announced at least 6 months before deadline, preferably in the fall.

Question 3 - Length of claim period should be dependent on project size.

Question 4 - Application and claim procedures are OK.

Group 7

Question 1 - 50/50 is acceptable
- It is suggested that the grant program should be extended over a longer period of time to encourage larger projects.

Question 2 - Announce program in time for organizations to plan their budget. Information is currently being received too late.

Question 3 - Current length of application and claim periods are reasonable.

Question 4 - Communities should be made more aware of the program; rural municipalities do not always inform the communities about the availability of the grant.

Question 5 - Perhaps a program grant should be introduced in conjunction with Facility Grant.

Group 8

Question 1 - Cost sharing is realistic, but total grant is not sufficient for new construction.

Question 2 - Announce in early fall for next year's grant.

Question 3 - Length of application and claim period is sufficient for renovations, but not for new construction.

Question 4 - Budget estimate, financial statement and inspection are OK. Would like tentative grant approval before applying for building permit.

Question 5 - Should have a separate grant for new structures.

Group 9

Question 1 - Cost sharing is realistic; 75-25% for regional planning.

Question 2 - Announce by mid January for municipal budgets.

Question 3 - a) Details of types of grants should be made available immediately after announcement
b) depending on projects

Question 4 - A Master Plan should be established for local, regional and provincial long term planning. Promote and finance orderly development.

DEPARTMENT OF FITNESS, RECREATION AND SPORT

RECREATION COMMISSION MEMBERS CONFERENCE, 1982

SUMMARY OF CONFERENCE EVALUATION FORM

LOCATION:

Excellent (11), Very good (4), Good (25), All in the same hotel (4), OK but move North (2), Consider moving region to region (1), Have it in Dauphin (2).

ACCOMMODATION AND MEALS:

Excellent (10), Very good (8), Good (22), Meals too expensive M.I.(1), Wanted poolside room M.I. (1), Object to checking out at 11:00 a.m. (1), Meals questionable (4), More salad (1), Lunch poor on Saturday (2), Excellent except for Sunday Brunch (1).

TIME OF YEAR:

Good (37), October better (3), Uncertain weather (1), Too close Union of Municipalities Conference (1), A little too late (2).

LENGTH OF CONFERENCE:

Okay (40), Saturday and Sunday only (3), Finish Saturday at 4:00 (1), Too early in a.m. (1), Have W & C final day (1).

PUBLICITY:

Very good (2), Good (24), Fair (4), Radio & T.V.? (1), Advised well in advance (1), Not enough (7).

DISPLAY:

Excellent (7), Very good (2), Good (18), Fair (5), Not enough commercial (4), Tood spread around (1), Interesting (1), Not enough time to examine displays or talk to exhibitors (3), Original (1).

PRIZES:

Distribute better - went to washroom and missed prize (1).

Which parts of the Conference did you find most useful?

Energy Planning (11)

Group Discussion (11)

Community Planning Session (10)

Role of Commission (4)

Panel Discussion (3)

Workshops (2)

All (2)

Sunday a.m. (1)

Future Grants (1)

Communities of Similar Size (1)

Film (1)

Displays (1)

Having a report mailed (1)

Physical and human resources (1)

Future Topics:

Cost of operating facilities

Groups by population

Budget and financial systems control

Elected people only session

Long range planning of reg. & prov. levels for facilities, grants and programs

Recreation values

Smaller communities

Specific fundraising

Long range planning for small communities

Long range planning

Have Minister at Conference

Operating and maintenance and financing

Why a Recreation Director?

Arts Councils

How to persuade Towns or Rural Municipalities to form District and hire Director

Delegates come prepared ie. speeches, case histories, successful program

Grant Information

Pros & Cons of Recreation Commissions and Director

How to inform and organize our local community club and use experts

Structure of Recreational Government bodies - People of Final Authority in different areas.

PARTICIPANTS

EASTMAN

Linda York
Brokenhead River Dist.
Rec. Comm.
Box 1443
BEAUSEJOUR, Man. R0E 0C0

Bun Baxter
Brokenhead River Dist.
Rec. Comm.
Box 789
BEAUSEJOUR, Man. R0E 0C0

Dan Bachewich
Garson Athletic Club
Box 91
GARSON, Man.
R0E 0R0

Mr. Julien Remillard
Club Sportif St. Malo
ST. MALO, Man.
R0A 1T0

Larry Francis *
Whitemouth Rec. Assoc. Inc.
Box 206
WHITEMOUTH, Man. R0E 2G0

Mr. J.P. Audette
Village de St. Pierre Jolys
ST. PIERRE JOLYS, Man.
R0A 1V0

Roland Hamilton
Bloodvein Recreation Program
BLOODVEIN RIVER, Man.
R0C 0J0

Kit Kellendonk
R.M. of Springfield
23 Juniper Dr.
OAKBANK, Man. R0E 1J0

Don Mazur *
Box 298
BEAUSEJOUR, Man. R0E 0C0

Roger Bates
Brokenhead River Dist.
Rec. Comm.
Box 1421
BEAUSEJOUR, Man. R0E 0C0

Dave Loucks
Pinefalls Rec. Assoc.
Box 553
PINEFALLS, Man. R0E 1M0

Mrs. Lorette Courcelles
Club Sportif St. Malo
P.O. Box 189
ST. MALO, Man.
R0A 1T0

Mr. William Kozyra
R.M. of Brokenhead
Box 490
BEAUSEJOUR, Man. R0E 0C0

Kenneth Barnard
Whitemouth Chamber of Commerce
Box 306
WHITEMOUTH, Man. R0E 2G0

Mr. Ron Hirst
R.M. of Lac du Bonnet
LAC DU BONNET, Man.
R0E 1A0

Lillian Kennedy
Bloodvein Recreation Program
BLOODVEIN RIVER, Man.
R0C 0J0

Bruce Tittlemier
R.M. of Springfield
Box 143
DUGALD, Manitoba R0C 0K9

John Phillips
Powerview Athletic Assoc.
Box 132
POWERVIEW, Man. R0E 1P0

Linda Baxter
Brokenhead River Dist.
Rec. Comm.
Box 789
BEAUSEJOUR, Man. R0E 0C0

Mrs. Alice Loucks
Pinefalls Rec. Assoc.
Box 553
PINEFALLS, Man. R0E 1M0

Mr. Martial Lafantaisie
St. Malo Arena
ST. MALO, Man.
R0A 1T0

Jane Weetkovich
Garson Athletic Club
D.N.A. Snack Bar
TYNDALL, Manitoba R0E 2B0

Mr. Aime Gauthier
Village de St. Pierre Jolys
ST. PIERRE JOLYS, Man.
R0A 1V0

Mr. Wayne Scholz
Brokenhead River Recreation
Dist. Comm.
Box 84
GARSON, Man. R0E 0R0

Mr. Les Magnusson
Town of Steinbach
Box 1090
STEINBACH, Man.
R0A 2A0

Bernice Phillips
Powerview Athletic Assoc.
Box 132
POWERVIEW, Man. R0E 1P0

* Speaker

WEST NORMAN

Mr. Graham Graig
Flin Flon Rec. Comm.
Box 969
FLIN FLON, Man. R8A 1N7

Ann Ferland
Grand Rapids Rec. Comm.
GRAND RAPIDS, Man.
R0C 1E0

Lawrence Whitehead
The Pas Reserve
THE PAS, Man.

Emil Desjarlais
GRAND RAPIDS, Man.
R0C 1E0

Richard Maracle
The Pas Reserve
THE PAS, Man.

WESTMAN

Mrs. Shirley Keyes
Killarney & Dist. Rec. Comm
Box 945
KILLARNEY, Man. R0K 1G0

Mr. Ernest McCallum
NCCE Rec. Dist.
Box 130
CARBERRY, Man. R0K 0H0

Mr. E. Barry Hood
NCCE Rec. Dist.
Box 175
CARBERRY, Man. R0K 0H0

Mr. Jim Snaith
NCCE Rec. Dist.
Box 886
CARBERRY, Man. R0K 0H0

Mr. John English
Carberry Plains C.C.
Box 506
CARBERRY, Man. R0K 0H0

Mr. M.J. Edgar
R.M. of Wallace
KIRKELLA, Man. R0M 0N0

Mrs. Imeke Kerr
Erickson Dist. Rec. Comm.
ERICKSON, Man. R0J 0P0

Miss Fay Gusdal
Erickson & Dist. Rec. Comm.
Box 276
ERICKSON, Man. R0J 0P0

Mr. Hal Sviestrup
Daly-Saskatchewan Dist.
Rec. Comm.
RIVERS, Man.

Mr. Ken Carels
Antler River Rec. Dist.
Box 364
MELITA, Man. R0M 1L0

Mrs. Ellen Carels
Antler River Rec. Dist.
Box 364
MELITA, Man. R0M 1L0

Mr. Ronald Gerelus
Shoal Lake Rink Management
Box 132
SHOAL LAKE, Man. R0J 1Z0

Mr. Cliff Bromley
Daly-Saskatchewan Dist.
Rec. Comm.
Box 177
RAPID CITY, Man. R0K 1W0

Chuck Dunning
Virden & Dist. Rec. Comm.
Box 2044
VIRDEN, Man. R0M 2C0

Don Cameron
Box 842
VIRDEN, Man. R0M 2C0

Jim Brown
Mid-West Recreation Comm.
Box 151
OAK RIVER, Man. R0K 1T0

Mr. Fred Anderson
Alderman, City of Brandon
P.O. Box 960
BRANDON, Manitoba R7A 6A2

Linda Squance
Box 220
ERICKSON, Manitoba
R0J 0P0

Barry Dickson
Turtle Mountain Rec. Dist.
Box 185
BOISSEVAIN, Man. R0K 0B0

Marlene Siatecki *
P.O. Box 147
NEEPAWA, Manitoba
R0J 1H0

* Speaker

EAST NORMAN

Mr. Gary Stillmach
Gillam Rec. Comm.
205 Gillam Dr.
GILLAM, Man. R0V 0L0

Mrs. Vivian Volkers
179 Discovery Bay
GILLAM, Man.
R0V 0L0

R.E. Chant
Dept. of Mech. Engin.
U of M.
WINNIPEG, Manitoba

George Chant
Dept. of Mech. Engin.
U of M.
WINNIPEG, Manitoba

PARKLAND

Edna Sims
Swan River Parks & Rec. Comm.
Box 879
SWAN RIVER, Man. R0L 1Z0

Miss Sharon Korzenoski
Grandview Rec. Comm.
GRANDVIEW, Man. R0L 0Y0

Mrs. Janet McIver
Dauphin Councillor
411 Wellington Cres.
DAUPHIN, Man. R7N 0M7

Mr. R.A. Philips
(or Tony Kutcher)
R.M. of Dauphin
Box 539
DAUPHIN, Man. R7N 2V3

Mr. James E. Thomlinson
McCreary Rec. Comm.
Box 178
McCREARY, Man. R0J 1B0

Mrs. June Barber
Dauphin-Ochre School Area
505 Main St. So.
DAUPHIN, Man. R7N 1L3

Mrs. Jean Geisel
Ochre River Rec. Dist.
MAKINAK, Man. R0L 1C0

Mrs. Joy Goldsborough
Ochre River Rec. Dist.
DAUPHIN, Manitoba
R7N 2V1

Marilyn Sarzynski
Ethelbert Rec. Comm.
R.R. 1
ETHELBERT, Man. R0L 0T0

Olga Harapiak
Ethelbert Rec. Comm.
Box 189
ETHELBERT, Man. R0L 0T0

Marilyn McSporran
Dauphin Allied Arts
DAUPHIN, Manitoba
R7N 2V2

Joanna Cooper
Dauphin Allied Arts
DAUPHINE, Manitoba
R7N 2V2 R7N 2V2

Ken Gabor
Roblin Recreation District
Box 850
ROBLIN, Man. R0L 1P0

Bill Dayson
Roblin Rec. Dist.
ROBLIN, Man. R0L 1P0

Larry Artibise *
115 Forest Avenue
DAUPHIN, Manitoba
R7N 0B8

Bertha Campeau
PELICAN RAPIDS, Manitoba
R0L 1L2

Annie Saunderson
PELICAN RAPIDS, Manitoba
R0L 1L2

* Chairman of Conference

INTERLAKE

Mr. John Hueging
Grosse Isle Rec. Club
WARREN, Man. R0C 3E0

Mrs. Valerie Hueging
Grosse Isle Rec. Club
WARREN, Man. R0C 3E0

Mr. Grant Thorsteinson
Arborg-Riverston Rec. Dist.
Box 957
ARBORG, Man. R0C 0A0

Mr. Don Halldorson
Oak Point Comm. Centre Bd.
OAK POINT, Man.
R0C 2J0

Glen Mathews
Oak Point Community Centre Bd.
OAK POINT, Man.
R0C 2J0

Patrick Duguid
R.M. of Gimli
GIMLI, Man.
R0C 1B0

Eunice Leger
R.M. of Gimli
GIMLI, Man.
R0C 1B0

Buck Matioski
R.M. of Gimli
GIMLI, Man.
R0C 1B0

George Leduchowski
Village of Teulon
TEULON, Man.
R0C 3B0

Mr. Lorence Gesell
Village of Teulon
TEULON, Man.
R0C 3B0

Lorraine Polet
R.M. of East St. Paul
Box 9 Grp. 384
R.R. 3
WINNIPEG, Man. R3C 2E7

Ester Morris
R.M. of East St. Paul
3369 Henderson Highway
WINNIPEG, Man.

Mr. Paul Hendrickson
200 Eaton Avenue
SELKIRK, Man. R1A 0W6

Herman Paulson
ARBORG, Manitoba
R0C 0A0

Bob Yatkowsky
Box 492
ARBORG, Manitoba
R0C 0A0

CENTRAL

Mr. Geo. Gray
Carmen-Dufferin Rec. Comm.
Box 127
CARMEN, Man. R0G 0J0

Mr. Ken McCartney
Carmen-Dufferin Rec. Comm.
Box 127
CARMEN, Man. R0G 0J0

Abe Enns
R.M. of Stanley
MORDEN
Manitoba R0G 1J0

Mrs. Patricia Thomaschewski
R.M. of Cartier
STARBUCK, Man. R0G 2P0

Mr. Menno Bergen
Plum Coulee Sports Comm.
Box 286
PLUM COULEE, Man. R0G 1R0

Mr. Abe Derkson
Councillor Plum Coulee
Box 227
PLUM COULEE, Man. R0G 1R0

Mr. Andre Remillard
La Riviere Rec. Club
Box 8
LA RIVIERE, Man. R0G 1A0

Mrs. Marg. Remillard
La Riviere Rec. Club
Box 8
LA RIVIERE, Man. R0G 1A0

Mr. Andy Deamel
La Riviere Rec. Club
Box 8
LA RIVIERE, Man. R0G 1A0

Mr. Richard Istead
St. Francois Xavier C.C.
ST, FRANCOIS XAVIER, Man.
R0H 1J0

Mr. Alvin Fast, Councillor
R.M. of St. Francois Xavier
ST. FRANCOIS XAVIER, Man.
R0H 1J0

Jake Neufeld
Councillor
Box 446
ALTONA, Man. R0G 0B0

Al Schmidt, Councillor
Box 862
ALTONA, Man. R0G 0B0

Frank Hildebrand
Rhineland School Division
ALTONA, Manitoba R0G 0B0

Dennis Friesen
Councillor
ALTONA, Man. R0G 0B0

Dennis Boyda
Box 340
EMERSON, Man. R0A 0L0

William Heinricks
Box 340
EMERSON, Man. R0A 0L0

Art Wiebe
264 Acheson
Box 11
ROSENFELD, Man. R0G 1X0

*Wesley Chen
421 Portage Avenue
PORTAGE LA PRAIRIE
Manitoba R1N 3K5

D.K. Johnston
Portage La Prairie Rec. Comm.
48 - 8th. St. N.W.
PORTAGE LA PRAIRIE, Man.
R1N 2M3

Mr. Douglas Barber
Portage La Prairie Rec. Comm.
528 - 6th Ave., N.W.
PORTAGE LA PRAIRIE, Man.
R1N 3C9

Mr. Wayne Franklin
Portage La Prairie Rec. Comm.
695 - 8th St., N.W.
PORTAGE LA PRAIRIE, Man.
R1N 3K5

Henriette Kleemola
Inter-Ridge Rec. Comm.
Box 64
LANGRUTH, Man. R0H 0N0

Mr. Ronald Hayward
R.M. of Grey
Box 99
ELM CREEK, Man. R0G 0N0

Mrs. Margaret Lundin
Village of Gretna
Box 336
GRETNA, Man. R0G 0V0

Mr. Jim Robinson
Central Plains Rec. Council
Box 159
POPLAR POINT, Man. R0H 0Z0

Miss Anne Alsop
Pilot Mound Rec. Comm.
PILOT MOUND, Man. R0G 1P0

Roy McLaren
Reeve, R.M. of Louise
CLEARWATER, Man. R0K 0M0

Mrs. Wendy Anniuk
Crystal City Rec. Comm.
Box 385
CRYSTAL CITY, Man.

Tim Hebrard
St. Jean Parks & Rec.
Assoc. Ltd.
ST. JEAN BAPTISTE, Man.
R0G 2B0

Germain Vermette
School Trustee St. Jean-
Baptiste
General Delivery
ST. JEAN BAPTISTE, Man. R0G2B0

Norbert Mercury
Sandy Bay Reserve
MARIUS POST OFFICE, Manitoba
R0H 0T0

Olga McIvor
Sandy Bay Reserve
MARIUS POST OFFICE, Manitoba
R0H 0T0

Allan McCartney
Westbourne-Longburn
Comm. Club
MACDONALD, Man. R0H 0S0

Barbara McCartney
Westbourne-Longburn
Comm. Club
MACDONALD, Man. R0H 0S0

John Schmidt
Winkler Rec. Comm.
(School Trustee)
Box 960
WINKLER, Man. R0G 2X0

Ted Saunders
Red River Echo
ALTONA, Manitoba
R0G 0B0

*Tom Tylka
Box 58
SPRINGSTEIN, Manitoba
R0G 2N0

*Frank McKinnon
Box 1005
CARMAN, Manitoba
R0G 0J0

* SPEAKERS

MANITOBA
DEPARTMENT OF
FITNESS RECREATION AND SPORT

Honourable L. L. Desjardins
Minister

Al Miller
Deputy Minister

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